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~~BOARD OF LIBRARY TRUSTEES~~

~~Harold E. Goodwin, President
John A. Garay, Secretary
Mrs. H. F. Garner
Mrs. Nina Harrison
Edward Goff~~



ANNUAL REPORT

Given by

OF THE

Cal.

SAN BERNARDINO FREE PUBLIC LIBRARY

FOR THE YEAR ENDING

JUNE 30, 1932.

THE LIBRARY OF THE

JUL 13 1967

UNIVERSITY OF ILLINOIS

~~Library Trustees~~

~~Harold E. Goodwin, President~~

~~John A. Garay, Secretary~~

~~Mrs. H. F. Garner~~

~~Mrs. Nina Harrison~~

~~Edward Goff~~

~~Frances Drew, Assistant~~

~~Gladys Mabeaux, Assistant~~

~~Willie Lacey, Assistant~~

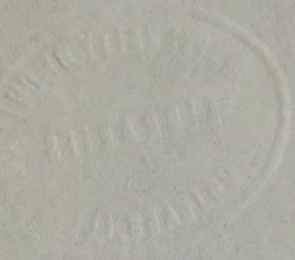
~~Elizabeth Hedlow, Assistant~~

~~Walter Goff, 1932~~

~~Harold E. Goodwin, 1931-1932~~

~~Mrs. N. A. Englewood, Treasurer~~

2575
2575



THE NATIONAL BUREAU OF STANDARDS
WASHINGTON, D. C.
OFFICE OF THE CHIEF OF BUREAU
DIVISION OF PHYSICS
SECTION OF METROLOGY

BOARD OF LIBRARY TRUSTEES

Marion L. Goodcell, President
John M. Oakey, Secretary
Mrs. R. F. Garner
Mrs. Nina Harbison
Howard Surr

LIBRARY STAFF

May Coddington, Librarian
Leil B. Waters, Assistant Librarian and Cataloguer
Mary Belle Kellogg, Reference Librarian
Isabel Wilkinson, Children's Librarian
Ruth P. Palmer, Assistant
Anna Jane McGough, Assistant
Henrietta R. Harper, Assistant
Fay Engleman, Assistant
Bertha Potter, Assistant
Elizabeth Harrison, Assistant
Frances Drew, Assistant
Gladys Nussman, Assistant
Smilie Leser, Assistant
Elizabeth Hudlow, Assistant

Walter Peters, Page
Kenneth Peters, Substitute Page

Mrs. E. A. Engleman, Janitress

ANNUAL LIBRARY REPORT

To the Honorable Mayor, the Members of the Common Council
of the City of San Bernardino, California.

Gentlemen: The Board of Trustees of the Free Public
Library of the City of San Bernardino, respectfully submit the
following report for the year ending June 30, 1932.

RECEIPTS

Appropriation----- \$27,000.00

DISBURSEMENTS

Salaries-----	\$16,544.92
New books purchased-----	4,507.70
Periodicals-----	396.50
Bookbinding-----	1,891.15
Catalogue cards-----	29.16
Supplies-----	862.09
Expense-----	97.33
Equipment-----	186.06
Repairs-----	166.55
Gas-----	240.40
Water-----	35.93
Janitor-----	960.00
Light and Power-----	582.92
Telephone-----	87.45
Permanent Improvement-----	94.47
Printing and Stationery-----	77.50
Insurance-----	191.87
Atlases and Maps-----	10.00
Furniture-----	38.00

Total disbursements----- \$27,000.00

Respectfully submitted,

The Board of Trustees of the
San Bernardino Free Public
Library.

By-Marion L. Goodell

President.

Secretary.

To the Honorable Mayor and the Members of the Common Council
of San Bernardino, California.

Gentlemen:-The personnel of the Board of Trustees has remained the same as last year, and they have shown the same fine spirit of interest and service as heretofore.

There have been several additions to the staff. Mrs. Smilie Leser and Miss Gladys Nussman, formerly employed as pages, were added to the regular staff on September 1, 1931, and Miss Elizabeth Hudlow, a graduate of the University of California at Los Angeles, has been attached to the staff. We feel that we have a particularly efficient and cooperative group in the Librarian and her assistants, and that the city is to be congratulated on the fine type of service rendered in its library.

We have continued the giving of radio book reviews weekly over K.F.X.M. by Mary Belle Kellogg and Elizabeth Harrison. These reviews add to the useful service of the library by disseminating information on new books.

We have closed the main stairway to the reference room, thereby securing greater quiet for students and readers, and have removed the newspapers from the reference room, making a place for them upstairs. A rearrangement of the non-fiction stacks permits better supervision of the users of the library.

The use of the library building and the circulation of books has greatly increased in the period of depression and unemployment and has taxed our resources to the utmost. Surely the library is a stabilizing institution in these times of confusion and upheaval. It is our aim to be of the greatest possible service to the people of San Bernardino.

Respectfully submitted,

Marion L. Goodall

To the Honorable Mayor and the Members of the Common Council
of San Bernardino, California.

Gentlemen: The personnel of the Board of Trustees has remained the same as last year, and they have shown the same fine spirit of interest and service as heretofore.

There have been several additions to the staff. Mrs. Smith, Loefer and Miss Gladys Hunsman, formerly employed as pages, were added to the regular staff on September 1, 1931, and Miss Elizabeth Hublow, a graduate of the University of California at Los Angeles, has been attached to the staff. We feel that we have a particularly efficient and cooperative group in the library and her assistants, and that the city is to be congratulated on the type of service rendered in its library.

We have continued the giving of radio book reviews weekly over R.F.X. by Mary Belle Kilgus and Elizabeth Harrison. These reviews add to the useful service of the library by disseminating information on new books.

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The use of the library building and the circulation of books has greatly increased in the period of depression and unemployment and has saved our resources to the utmost. Surely the library is a stabilizing institution in these times of confusion and upheaval. It is our aim to be at the greatest possible service to the people of San Bernardino.

Respectfully submitted,

Marian L. Goodell

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending June 30, 1932.

Accessions and Withdrawals

No. of vols. in Library July 1, 1931-----	42465
No. of vols. added by purchase-----	2977
" " " " " gift-----	108
" " " " " lost and found-----	16
" " " " " bindery-----	21
Total additions-----	3122
No. of vols. worn out-----	572
" " " " " lost and paid for-----	4
" " " " " lost and not paid for-----	4
" " " " " missing-----	202
" " " " " withdrawn account contagious disease-----	13
Total withdrawals-----	795
Net gain for one year-----	2327
No. of vols. in Library June 30, 1932-----	44792

Classified Contents

<u>Main Library</u>		<u>Children's Dept.</u>	
General works-----	184	-----	47
Bound periodicals-----	851	-----	37
Philosophy-----	727	-----	16
Religion-----	761	-----	76
Sociology-----	1872	-----	224
Language-----	77	-----	6
Natural science-----	886	-----	552
Useful arts-----	1688	-----	413
Fine arts-----	1153	-----	239
Literature-----	2786	-----	1070
Travel-----	1415	-----	542
Biography-----	1693	-----	425
History-----	1547	-----	486
Fairy tales and myths--		-----	1461
Fiction-----	16741	-----	4596
Foreign books-----		-----	
French-----	45	-----	
German-----	91	-----	
Italian-----	20	-----	
Spanish-----	64	-----	
Reference-----	1484	-----	53
Public and State Docs.-	464	-----	
Total-----	34549	-----	10243

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my library report for the fiscal year ending June 30, 1933.

Accessions and Withdrawals

No. of vols. in library July 1, 1931	42465
No. of vols. added by purchase	3977
" " " " " "	108
" " " " " "	16
" " " " " "	31
Total additions	3128
No. of vols. worn out	575
" " " " " "	4
" " " " " "	4
" " " " " "	302
" " " " " "	13
Total withdrawals	793
Net gain for one year	3337
No. of vols. in library June 30, 1932	44792

Classified Contents

<u>Main Library</u>	<u>Children's Dept.</u>
General works	184
Bound periodicals	351
Philosophy	727
Religion	761
Sociology	1872
Language	77
Natural science	886
Useful arts	1082
Fine arts	1153
Literature	2782
Travel	1415
Biography	1593
History	1547
Fairy tales and myths	1541
Fiction	1541
Foreign books	45
French	91
German	20
Italian	64
Spanish	1484
Reference	464
Public and State Docs.	53
Total	34443

Circulation

Days open for circulation-----	366
Total circulation-----	352697
Average daily circulation-----	963
No. of Sunday and Holiday readers-----	4697

Main LibraryAdult

General works-----	331
Philosophy-----	2660
Religion-----	1807
Sociology-----	3312
Language-----	235
Natural science-----	3160
Useful Arts-----	5187
Fine Arts-----	3811
Literature-----	7794
History-----	3588
Travel-----	5921
Biography-----	4553
Current magazines----	8052
Foreign books-----	
French-----	10
Italian-----	1
German-----	15
Spanish-----	31
Fiction-----	212479
Total-----	262947

Children's

General works-----	106
Philosophy-----	48
Religion-----	476
Fairy Tales, etc.-----	12766
Language-----	18
Natural science-----	4859
Useful arts-----	1933
Fine arts-----	1060
Literature-----	10137
History-----	2381
Travel-----	2608
Biography-----	1927
Current magazines-----	1325

Fiction-----	44711
Total-----	84355

Branch Library

Fiction (Adult)-----	1170
Fiction (Children)-----	1492
Philosophy-----	7
Religion-----	3
Fairy tales, etc.-----	809
Natural science-----	185
Useful arts-----	102
Fine arts-----	53
Literature-----	1101
History-----	157
Travel-----	184
Biography-----	132
Total-----	5395

Grand Total----- 352697

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There are 152 periodicals on file, 54 of which are for circulation and 20 are newspapers. The Library receives as gifts 34 of the periodicals.

Binding and Repairing

Books rebound at bindery----- 2944
Books repaired at Library----- 4767

Membership

Total membership July 1, 1931----- 9810

No. of members re-registered----- 710
" " " added----- 2410
" " " relinquished----- 120

Total membership June 30, 1932----- 12810

The greatest apparent increase in Library service during the past year has been in the circulation department. The Library is able to record for the year 1931-32 the largest circulation in its history: 352,697 books were circulated, an increase over 1930-31 of 42,727 books.

In a model Library each staff member is supposed to be able to circulate 20,000 books per year; in our Library, under the pressure of the increased demand for books, each member of the staff circulates 26,805 books per year. This record for efficiency would not have been possible without the new checking system inaugurated about a year ago.

The following table of statistics in 1921 and 1931 offers an interesting comparison between the circulation, expenditures and staff ten years ago and this year:

	<u>1921-1922</u>	<u>1931-1932</u>
Exp.-----	\$18,608.73	\$27,000.00
New books-----	2,026.48	4,507.70
Staff-----	6	13½
Circulation----	136,567	352,697

By the above figures we see that the circulation of the past year was 2½ times that of ten years ago.

The number of books purchased during the past year was 2,977. Of these some of the most helpful were the new edition of the Encyclopedia Americana, new edition of the Lincoln Library, and the National Service Manual.

The Library has added to its equipment a 30 drawer catalog case to care for the increased catalog cards.

Yours very truly,

May Coddington
Librarian.

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DESK CASH ACCOUNT

July 1, 1931-June 30, 1932.

Cash on hand July 1, 1931-----	\$	5.00
Deposits on hand July 1, 1931-----		35.51
Deposits received-----		204.70
Amount received from reserve books-----		102.80
" " " non-resident fees--		57.75
" " " damaged books-----		6.15
" " " new cards-----		34.95
" " " fines-----		1873.65
Total-----		\$2320.51
Deposits returned-----		199.95
Amount deposited with City Treasurer----		2080.30
Balance on hand July 1, 1932-----		40.26
Total-----		\$2320.51

Respectfully submitted,

May Coddington

Librarian.

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1930/31

MAY 4 1931

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ANNUAL REPORT

Given by

OF THE

Cal.

SAN BERNARDINO FREE PUBLIC LIBRARY

FOR THE YEAR ENDING

JUNE 30, 1931.

BOARD OF TRUSTEES

Marion L. Goodcell, President
 John M. Oakley, Secretary
 Mrs. R.F. Garner
 Mrs. Nina Harbison
 Howard Surr

LIBRARY STAFF

May Coddington, Librarian
 Leil B. Waters, Assistant Librarian and Cataloguer
 Mary Belle Kellogg, Reference Librarian
 Isabel Wilkinson, Children's Librarian
 Ruth A. Peachey, Assistant
 Anna Jane McGough, Assistant
 Henrietta R. Harper, Assistant
 Fay Engleman, Assistant
 Bertha Potter, Assistant
 Elizabeth Harrison, Assistant
 Frances Drew, Assistant
 Doris Fee, Part-time Assistant

Gladys Nussman, Page
 Luene Kemper, Page
 Emilie Leser, Page
 Walter Peters, Page
 Herman Clay, Substitute Page

Mrs. E.A. Engleman, Janitress

ANNUAL LIBRARY REPORT.

To the Honorable Mayor, the Members of the Common Council
of the City of San Bernardino, California.

Gentlemen: The Board of Trustees of the Free Public
Library of the City of San Bernardino, respectfully submit the
following report for the year ending June 30, 1931.

RECEIPTS.

Appropriation-----	\$27,000.00
Gift-----	500.00
Total	\$27,500.00

DISBURSEMENTS.

Salaries-----	\$16,284.40
New books purchased-----	5,311.99
Periodicals-----	372.04
Bookbinding-----	1,703.29
Catalogue cards-----	35.90
Supplies-----	881.58
Expense-----	205.00
Equipment-----	112.00
Repairs-----	55.20
Gas-----	168.98
Water-----	34.70
Janitor-----	900.00
Light and Power-----	589.75
Telephone-----	87.25
Permanent Improvement-----	347.59
Printing and stationery-----	90.00
Insurance-----	135.50
Atlases and maps-----	15.00
Painting-----	16.00
Furniture-----	112.38
Total disbursements	\$27,500.00

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-

Marion L. Goodell
President.

J. W. Drake
Secretary.

To the Honorable Mayor and the Members of the Common Council of San Bernardino, California.

Gentlemen:-The personnel of the Board of Trustees has remained the same until the change of administration on May 11, and I wish to express my appreciation of the spirit of cooperation and of loyalty to the library that all the trustees have shown. I especially wish to acknowledge our indebtedness to the retiring members of the Board, Mrs. J. C. Preston and Mr. B. C. Huntley, who have been most faithful and helpful during the four years of their term, particularly Mr. Huntley who has served during that time as the very competent secretary of the Board. With the Board as at present constituted we expect a continuation of good feeling and efficiency.

There have been no changes on the regular staff. We have found it advisable to have page help by the hour, increasing the number of pages in times of stress.

The Branch in Hilbig's drug store has been a help to our patrons in the northern part of town, especially the children, but it is inevitably a drain on our resources of staff and books.

During this time of economic depression our library like others has had greatly increased patronage, taxing our resources to the utmost. It has been our aim to make our facilities as helpful as possible and we have had splendid cooperation from a devoted and efficient staff.

We have during the year received from the estate of Dr. Edgar, a legacy of \$500.00 which has been spent entirely in the purchase of non-fiction books of permanent value.

The library has received from Mr. Howard Surr an electrically cooled drinking fountain which is a great boon not only to patrons of the library but also to passers-by.

We have made a few changes in the interest of efficiency, installing a Dickman charging machine for charging books, which is more speedy and more accurate than the old system. Also we have arranged the charging desk near the door in accordance with approved library practice.

We have remodeled the front door, doing away with the dangerous revolving door which might easily become jammed in time of earthquake or panic with disastrous results.

Different members of our staff have been giving regular book reviews by radio, thus stimulating the intelligent use of the library.

We still need new furnaces as the old may fail at any minute, also sundry other improvements to promote efficiency.

We are compelled to do more work per member of the staff than most libraries, but such an admirable spirit of cooperation and helpfulness prevails among all our workers from Librarian to pages that the public can be assured of a continuation of cheerful and efficient service.

Respectfully submitted,

Marion L. Goodell

To the Members of the Board of Library Trustees of the
San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending
June 30, 1931.

Accessions and Withdrawals.

No. of vols. in Library July 1, 1930-----	39,456
No. of vols. added by purchase-----	3391
" " " " " gift-----	127
" " " " " lost and found-----	21
Total additions-----	3539
No. of vols. worn out-----	440
" " " lost and paid for-----	9
" " " missing-----	51
" " " withdrawn-----	30
Total withdrawals-----	530
Net gain for one year-----	3,009
No. of vols. in Library June 30, 1931-----	42,465

Classified Contents.

Main Library

Children's Dept.

General works-----	178	-----	45
Bound periodicals-----	829	-----	34
Philosophy-----	693	-----	16
Religion-----	742	-----	70
Sociology-----	1785	-----	157
Language-----	63	-----	6
Natural Science-----	856	-----	492
Useful Arts-----	1589	-----	382
Fine Arts-----	1093	-----	216
Literature-----	2668	-----	974
Travel-----	1314	-----	528
Biography-----	1616	-----	417
History-----	1489	-----	462
Fairy tales and myths--		-----	1458
Fiction-----	15,797	-----	4338
Foreign books-----			
French-----	45		
German-----	91		
Italian-----	20		
Spanish-----	64		
Reference-----	1446	-----	53
Public and State docs.-	459		
Total-----	32,817	-----	9648

No. of vols. in Library-----42,465

Circulation Report.

Days open for circulation-----	365
Total Circulation-----	309,970
Average daily circulation-----	849
Number of Sunday and Holiday readers-----	3,855

Adult Circulation.

<u>Main Library.</u>		<u>Branch Library.</u>		<u>Total.</u>
General works-----	248	-----		248
Philosophy-----	2576	-----		2576
Religion-----	1248	-----		1248
Sociology-----	3830	-----		3830
Language-----	194	-----		194
Natural Science-----	2451	-----		2451
Useful Arts-----	4572	-----		4572
Fine Arts-----	3484	-----		3484
Literature-----	7247	-----		7247
History-----	3147	-----		3147
Travel-----	5101	-----	5	5106
Biography-----	4416	-----		4416
Current Magazines-----	7182	-----		7182
Foreign Books				
French-----	12	-----		12
German-----	20	-----		20
Spanish-----	15	-----		15
Italian-----	1	-----		1
Fiction-----	187,398	-----	784	188,380
Total-----	232,310	-----	789	233,099

Children's Circulation.

<u>Main Library.</u>		<u>Branch Library.</u>		
General Works-----	196	-----		196
Philosophy-----	66	-----	5	71
Religion-----	532	-----	6	538
Fairy Tales etc.-----	13,378	-----	707	14,285
Language-----	36	-----	11	47
Natural Science-----	3730	-----	127	3977
Useful Arts-----	1633	-----	112	1775
Fine Arts-----	877	-----	58	935
Literature-----	3033	-----	991	3024
History-----	2238	-----	150	2406
Travel-----	2445	-----	346	2891
Biography-----	1635	-----	173	1798
Current Magazines-----	1209	-----		1209
Fiction-----	36,472	-----	1447	37,919
Total-----	72,776	-----	4093	76,871

Grand Total----- 309,970

1887

1888

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1936

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1939

There are 175 periodicals on file, 58 of which are for circulation and 16 are newspapers. The library receives as gifts 60 of the periodicals.

Binding and Repairing.

Books rebound at bindery-----2738
Books repaired at Library-----3928

Membership.

Re-registration began August 21, 1930.

No. of members re-registered-----8039
" " " added-----1956
" " " relinquished-----185
Total membership June 30, 1931-----9810

The library staff has been occupied this year, more than ever before, with the routine work of giving out and receiving books. The circulation, which shows an increase each year, was during 1930-31 greater than it has ever been. The circulation of 1930-31 was 308,970, an increase over the previous year of 30,733 books circulated. This made an average of 844 books a day for the 365 days of the year. The change in the charging system to the use of the Lickman Charging Machine necessitated a re-registration of all patrons. This was begun last August. Our present total membership of 9810 means 9810 active members within the year.

The Reference Department has made growth proportionate with the Circulation Department. The busy periods in the reference department now extend over more hours of the day than formerly. On school nights the reference room is filled to capacity with high school students. This department has made such progress, however, in systematizing and organizing its material that it has been able to care for the increased business without any addition to the staff.

The Children's Department has circulated 72,778 books this year, an average of 202 per day. Because of the wear and tear of this increased circulation it has been necessary to replace a larger number of children's books than usual. The increased circulation also required an addition to the regular staff of one all-day page.

The branch of the library maintained in the north end of town has been well patronized. It is to be regretted that because of increased business at the main library, it has been possible to spare only one staff member to the branch, instead of two as last year.

The bequest of \$500.00 from the late Dr. William Edgar has enabled the library to add generously to the technical and scientific book collections. There was great need of these books and they will be in almost daily use.

The library staff have worked in most efficient manner and have shown fine co-operation throughout the year.

The librarian wishes to thank the Library Board for its intelligent interest and ready help in the work of the year.



DESK CASH ACCOUNT.

July 1, 1930-June 30, 1931.

Cash on hand July 1, 1930-----	\$ 5.00
Deposits on hand July 1, 1930-----	40.91
Deposits received-----	233.23
Amount received from reserve books-----	102.50
Amount received from non-resident fees-----	63.75
Amount received from damaged books-----	8.90
Amount received from new cards-----	23.35
Amount received from fines-----	1961.18
Total-----	<u>\$ 2,440.82</u>
Deposits returned-----	238.73
Amount deposited with City Treasurer-----	2161.58
Balance on hand July 1, 1931-----	40.51
Total-----	<u>\$ 2,440.82</u>

Respectfully submitted,

May Coddington
Librarian.

THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

IN WHICH IS CONTAINED A FULL AND COMPLETE HISTORY OF HIS REIGN, FROM HIS FIRST COMING TO THE CROWN, UNTIL HIS DEATH, WITH A PARTICULAR ACCOUNT OF THE CAUSES AND CONSEQUENCES OF THE CIVIL WAR, AND THE TRIUMPH OF THE PARLIAMENT, AND THE ESTABLISHMENT OF THE COMMONS.

By JOHN BURNET.

LONDON, Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church, in the Strand, 1680.

MDCCLXXX.

MAY 4 1931

027

S1944R

1929/30

ANNUAL REPORT

Given by

OF THE
Cal.

SAN BERNARDINO FREE PUBLIC LIBRARY

FOR THE YEAR ENDING

JUNE 30, 1930.



BOARD OF TRUSTEES

Marion L. Goodcell, President
B.C.Huntley, Secretary
John M. Gaakey
Mrs. R.F.Garner
Mrs. J.C.Preston

LIBRARY STAFF

May Coddington, Librarian
Leil B. Waters, Assistant Librarian and Cataloguer
Mary Bellé Kellogg, Reference Librarian
Isabel Wilkinson, Children's Librarian
Pauline Patton, Assistant
Ruth A. Peachey, Assistant
Doris K. Wallace, Assistant
Anna Jane McGough, Assistant
Henrietta R. Harper, Assistant
Fay Nicholson, Assistant
Kring Rodgers, Assistant
Bertha Potter, Assistant
Elizabeth Harrison, Assistant
Frances Drew, Assistant

Gladys Nussman, Page
Lurene Kemper, Page
Walter Peters, Page

Mrs. O.S.Carson, Janitress

ANNUAL LIBRARY REPORT.

To the Honorable Mayor, the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:-The Board of Trustees of the Free Public Library of the City of San Bernardino, respectfully submit the following report for the year ending June 30, 1930.

RECEIPTS.

Appropriation-----\$27000.00

DISBURSEMENTS.

Salaries-----\$15965.20

New books purchased-----	4662.13
Periodicals-----	451.00
Bookbinding-----	2259.06
Catalogue cards-----	25.24
Supplies-----	706.39
Expense-----	36.65
Equipment-----	160.32
Repairs-----	389.30
Gas-----	127.43
Water-----	37.40
Janitor-----	960.00
Light and power-----	605.26
Telephone-----	87.05
Permanent improvement-----	109.07
Printing and stationary-----	105.50
Insurance-----	224.51
Atlases and maps-----	4.90
Painting-----	50.30
Furniture-----	22.90
Freight-----	10.39

Total disbursements-----\$27000.00

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-

Marion R. Goodell

President.

S. D. Huntley
Secretary.

3

ANNUAL LIBRARY REPORT.

To the Honorable Mayor and the Members of the Common Council of San Bernardino, California.

Gentlemen:-The personnel of the Board of Trustees has remained the same as last year and it gives me pleasure to attest the faithful service and fine cooperative spirit manifested by all the members.

There have been several changes in the staff, Doris R. Wallace, Pauline Patton and Irving Rodgers having resigned and Bertha Potter, Elizabeth Harrison and Frances Drew having been appointed as well as two additional pages, Gladys Kussman and Lurene Kemper. Beside our regular paid staff we have had useful unpaid assistance from young students of library work who desired practical experience.

The Branch in the northern part of town has been moved from Eliot School to Hilbig's Drug Store. It is increasingly patronised but is a drain on the Main Library as to both staff and books.

We have procured the adding machine mentioned last year as needed and find it invaluable in saving time and energy of the staff.

We now need a new front door for safety, new furnaces, a partition for the Reference room, a new desk, two new book trucks and new stacks.

With a period of business depression upon us the use of the Library has increased and it is difficult to serve properly those who wish to use our facilities.

We have had many compliments as to the efficient work of our staff and feel that we have an exceptional corps of workers, intelligent, competent, devoted, who give much more than they are paid for, thereby rendering a real public service.

Respectfully submitted,

Marion R. Goodell

President.

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending, June 30, 1930

Accessions and Withdrawals.

No. of vols. in Library July 1, 1929-----	57889
No. of vols. added by purchase-----	3081
" " " " " gift-----	201
" " " " " bindery-----	34
" " " " " lost and found-----	27
Total additions-----	3333
No. of vols. worn out-----	1463
" " " lost and paid for-----	28
" " " lost and not paid for-----	6
" " " missing-----	243
" " " withdrawn, account contagious disease---	26
Total withdrawals-----	1766
Net gain for one year-----	1567
No. of vols. in Library June 30, 1930-----	39456

Classified Contents.

<u>Main Library.</u>	<u>Children's Dept.</u>
General works-----	43
Bound periodicals-----	34
Philosophy-----	16
Religion-----	69
Sociology-----	180
Language-----	6
Natural Science-----	473
Useful arts-----	360
Fine arts-----	214
Literature-----	917
Travel-----	527
Biography-----	397
History-----	437
Fairy tales and myths--	1434
Fiction-----	3743
Foreign books-----	
French-----	
German-----	
Italian-----	
Spanish-----	
Reference-----	53
Public and State Docs.--	
Total-----	8903

Circulation.

Days open for circulation-----	365
Total circulation-----	279237
Average daily circulation-----	765
No. of Sunday and holiday readers-----	3574

Adult.

<u>Main Library.</u>		<u>Branch Library.</u>		<u>Total.</u>
General works-----	296	-----		296
Philosophy-----	2329	-----		2329
Religion-----	1094	-----		1094
Sociology-----	2252	-----		2252
Language-----	203	-----		203
Natural science-----	1895	-----		1895
Useful arts-----	4066	-----		4066
Fine arts-----	2827	-----		2827
Literature-----	6818	-----		6818
History-----	2910	-----	6	2916
Travel-----	4104	-----	18	4122
Biography-----	3925	-----	35	3960
Current magazines-----	5851	-----		5851
Foreign books-----				
French-----	19			19
German-----	13			13
Spanish-----	49			49
Italian-----	18			18
Fiction-----	165890	-----	1079	166969
Total-----	204559	-----	1138	205697

Children's.

<u>Main Library.</u>		<u>Branch Library.</u>		<u>Total.</u>
General works-----	136	-----		136
Philosophy-----	63	-----	10	73
Religion-----	467	-----	21	488
Fairy tales atc.-----	13356	-----	940	14296
Language-----	29	-----	2	31
Natural science-----	3210	-----	293	3503
Useful arts-----	1561	-----	157	1718
Fine arts-----	988	-----	70	1058
Literature-----	7875	-----	1896	9771
History-----	2180	-----	281	2461
Travel-----	2462	-----	356	2818
Biography-----	1565	-----	233	1798
Current magazines-----	822	-----		822
Fiction-----	32430	-----	2137	34567
Total-----	67144	-----	6396	73540

Grand total-----279237

There are 182 periodicals on file, 82 of which are for circulation and 16 are newspapers. The Library receives as gifts 60 of the periodicals.

Binding and Repairing.

Books rebound at bindery-----	3224
Periodicals bound at bindery-----	24
Books repaired at Library-----	5982

Membership.

Re-registration began July 1, 1928.

No. of members re-registered-----	6742
" " " added-----	5861
" " " relinquished-----	338

Total membership June 30, 1930-----12265

Circulation Department.

The present year has been a busy one for the library with an average circulation of 765 books per day. The years circulation amounted to 22160 more books than the previous year. The work connected with the circulation alone has kept the staff very busy.

Reference Department.

The use of the Reference Department increases constantly. During the past year, besides the reference librarian an extra attendant has been required four evenings a week. The department has added to its shelves, among other books, a set of the Dictionary of American Biography, the new edition of the Encyclopedia Britannica, the Encyclopedia of Social Science and the Smithsonian Scientific Series.

Children's Department.

The Children's Department has been able this year to give its small patrons an unusual amount of personal service. This resulted in an average increased circulation of 47 books per day more than last year; the circulation this year being 67144, last year 52386. Especial attention has also been given to serving the teachers.

Branch.

At the end of eighteen months of operating the Branch Library at Highland Avenue and E Street we are convinced that this expansion has been a real service to the community. The Branch, which is open three afternoons a week and which requires the service of two members of the staff, has circulated during the year 7534 books.

The books in the library are in better physical condition than last year, since more than 3000 were rebound at the bindery this year. The staff also rebacked 2000 additional books **here** at the library.

In all departments we have had good cooperation from all members of the staff, and from the Library Board encouragement and wise guidance.

The problem of the coming year will be to run the library efficiently with the present small staff, the same appropriation as last year, and an ever-increasing circulation.

Yours very truly,

May Coddington

Librarian.

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ANNUAL REPORT

Given by *Cal.* OF THE
SAN BERNARDINO FREE PUBLIC LIBRARY
FOR THE YEAR ENDING
June 30, 1929.

JUN 11 1929
LIBRARY

BOARD OF TRUSTEES.

Marion L. Goodcell, President.
 B.C. Huntley, Secretary.
 Mrs. R.F. Warner
 Mrs. J.C. Preston
 J.M. Oakley

LIBRARY STAFF.

May Coddington, Librarian.
 Leil B. Waters, Assistant Librarian & Cataloguer.
 Isabel Wilkinson, Children's Librarian.
 Pauline Patton, Assistant.
 Ruth Peachey, Assistant.
 Doris K. Wallace, Assistant.
 Anna Jane McGough, Assistant.
 Henrietta Harper, Assistant.
 Fay Nicholson, Assistant.
 Mary Belle Kellogg, Reference Librarian.
 Ering Rodgers, Assistant.

Walter Peters, Page.

Mrs. O.S. Carson, Janitress.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor, the Members of the Common Council of
the City of San Bernardino, California.

Gentlemen:-The Board of Trustees of the Free Public Library of
the City of San Bernardino, respectfully submit the following
report for the year ending June 30, 1929.

RECEIPTS.

Appropriation-----\$25000.00

DISBURSEMENTS.

Salary of May Coddington, Librarian-----	\$1950.00
" " Leil B. Waters, 1st Assistant-----	1564.05
" " Isabel Wilkinson, Assistant-----	1350.00
" " Pauline Patton, Assistant-----	1290.00
" " Ruth Peachey, Assistant-----	1290.00
" " Doris K. Wallace, Assistant-----	1170.00
" " Anna Jane McGough, Assistant-----	1170.00
" " Henrietta Harper, Assistant-----	1170.00
" " Fay Nicholson, Assistant-----	1215.00
" " Emma Bates, Assistant-----	281.61
" " Mary Belle Kellogg, Assistant-----	1380.00
" " Kring Rodgers, Assistant-----	880.85
" " Walter Peters, Page-----	244.90
" " Substitute-----	34.25

Total-----\$14990.66

New books purchased-----	\$5155.03
Periodicals-----	411.96
Bookbinding-----	972.03
Catalogue cards-----	25.05
Supplies-----	527.49
Expense-----	89.10
Equipment-----	81.61
Repairs-----	106.43
Gas-----	184.25
Water-----	29.84
Janitor-----	914.00
Light and power-----	553.65
Telephone-----	87.15
Printing and stationary-----	102.10
Insurance-----	444.98
Atlases and maps-----	7.25
Painting-----	7.00
Furniture-----	284.20
Freight-----	26.02

Total-----\$10009.14

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Total disbursements-----\$24999.80
Balance on hand June 30, 1929-----.20

Total-----\$25000.00

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-

William R. Goodell

President.

R. C. Kuntley

Secretary.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor and the Members of the Common Council of San Bernardino, California.

Gentlemen:-The personnel of the Board of Trustees has remained the same as last year until the new appointments were made in May when Mr. John M. Oakey and Mrs. Henry Goodcell were appointed to the two vacancies. The trustees have shown a faithful interest in the affairs of the Library, doing their best to promote its efficiency in the community.

Our staff has remained very largely the same body of devoted and efficient workers. Miss Emma Bates, who had given most satisfactory service as assistant in the Children's Room, was obliged to leave town on October first and in her place we have had Miss Kring Rodgers. We have a page in the Children's Room as well as one upstairs thereby relieving the trained workers for their own work which demands all their time.

The great achievement of the year has been the establishment of a Branch Library in the Eliot School at the request of the Parent-Teacher Association of that school. Through the courteous cooperation of Mr. Holbrook and Miss Sylvia Waters we were allowed the use of a schoolroom three afternoons a week.

This branch has amply justified itself in the patronage,, especially of children whose parents are unwilling that they should take the long and hazardous trip to the Main Library. We have also served the adults of the region though in less degree. If we are compelled to move by our somewhat limited quarters the adult circulation will doubtless increase.

It has however required two members of the staff to maintain the Branch and has cramped us in our work at the Main Library. We really need two additional workers in order to function efficiently as the town is growing and the burden has been heavy these last six months with all our force working under pressure.

The Reference Department cooperates with the city schools and with the Junior College, the reference books at the Branch being used by the pupils of the Arrowview Junior High School. At times our facilities are strained to the utmost in the effort to render the desired assistance to our young people.

I am happy to report that last fall we were able to vote a long-planned raise in salaries which now can be compared with those offered by other libraries. of our size.

We have some new equipment, a new radiator in the Children's Room and six tables and four dozen chairs in the Reference Room. One of our chief present needs is an adding machine.

As has been our custom we have kept regular library hours 9 A.M. to 9 P.M. on Sundays and holidays, the Library being open for reading and circulation. We continue to find this service greatly appreciated by our patrons many of whom have their only available leisure on those days.

We have been obliged through lack of funds to curtail the purchase of books and the opening of the Branch has of course taken books from the Main Library as well as money for the purchase of new books. We hope in the coming year to make up for our deficiencies in this respect and to furnish both adults and children what they have a right to expect in the way of books for reading and for reference.

We realize that the Library is the stopping-place for many sojourners in town who form their idea of San Bernardino from the conditions they find there.

We solicit the interest of the Mayor and the Council in the work of the Library and shall be glad to demonstrate to them our aim of combining efficiency and economy with service to the citizens.

Respectfully submitted,

Marion L. Goodell
President.

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending June 20, 1929.

Accessions and Withdrawals.

No. of vols. in Library July 1, 1928-----	34580
No. of vols. added by purchase-----	3826
" " " " " gift-----	61
" " " " " lost and found-----	31
Total additions-----	3918
No. of vols. worn out-----	348
" " " lost and paid for-----	102
" " " lost and not paid for-----	2
" " " missing-----	125
" " " withdrawn account contagious disease-----	32
Total withdrawals-----	609
Net gain for one year-----	3309
No. of vols. in Library June 30, 1929-----	37889

Classified Contents.

Main Library.

Children's Dept.

General works-----	166	-----	29
Bound periodicals-----	823	-----	33
Philosophy-----	617	-----	15
Religion-----	679	-----	68
Sociology-----	1574	-----	116
Language-----	56	-----	6
Natural science-----	697	-----	449
Useful arts-----	1257	-----	314
Fine arts-----	896	-----	199
Literature-----	2435	-----	911
Travel-----	1164	-----	512
Biography-----	1412	-----	372
History-----	1401	-----	422
Fairy tales and myths--		-----	1555
Fiction-----	14007	-----	3691
Foreign books-----			
French-----	43		
German-----	90		
Italian-----	20		
Spanish-----	63		
Reference-----	1292	-----	53
Public and State Docs.-	452	-----	
Total-----	29144	-----	8745

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Circulation.

Days open for circulation-----	365
Total circulation-----	257077
Average daily circulation-----	704
No. of Sunday and Holiday readers-----	4428

Adult.

<u>Main Library.</u>		<u>Branch Library.</u>		<u>Total.</u>
General works-----	330	-----		330
Philosophy-----	1983	-----	1	1984
Religion-----	998	-----		998
Sociology-----	1965	-----		1965
Language-----	179	-----		179
Natural science-----	1592	-----	1	1593
Useful arts-----	3897	-----	1	3898
Fine arts-----	2904	-----		2904
Literature-----	6240	-----		6240
History-----	2555	-----		2555
Travel-----	3699	-----	16	3715
Biography-----	3561	-----	29	3590
Current magazines-----	5608	-----		5608
Foreign books-----				
French-----	8			8
German-----	30			30
Spanish-----	37			37
Fiction-----	162351	-----	902	163253
Total-----	197937	-----	950	198887

Children's.

<u>Main Library.</u>		<u>Branch Library.</u>		<u>Total.</u>
General works-----	271	-----		271
Philosophy-----	78	-----	11	89
Religion-----	419	-----	7	426
Fairy tales etc.-----	11319	-----	1148	12467
Language-----	39	-----		39
Natural science-----	2707	-----	322	3029
Useful arts-----	1121	-----	186	1307
Fine arts-----	866	-----	62	928
Literature-----	5047	-----	1324	6371
History-----	1645	-----	198	1843
Travel-----	2194	-----	340	2534
Biography-----	1379	-----	192	1571
Current magazines-----	659	-----		659
Fiction-----	24642	-----	2014	26656
Total-----	52386	-----	5804	58190

Grand Total-----257077

There are 181 periodicals on file, 78 of which are for circulation and 17 are newspapers. The Library receives as gifts 57 of the periodicals.

Binding and Mending.

Books rebound at bindery-----1119
Books repaired at Library-----3795

Membership.

Re-registration began July 1, 1928.

No. of members re-registered-----5308
" " " added-----2891
" " " relinquished-----155

Total membership June 30, 1929-----8044

During the present fiscal year the Library has circulated 287,677 volumes. This is the largest circulation in the history of the Library, being an increase of 23,001 over last year. The largest circulation on any one day of the present year was 1274 books on Saturday January 26th. The average circulation per day has been 704. The Branch Library which was opened Jan. 9th circulated 6754 books during the six months of its existence.

That our patrons appreciate being able to take out books on Sunday is demonstrated by the increasing Sunday circulation. The last few months the Sunday circulation has been between 250 and 350 books.

The Reference Department has had a very busy year. The seating capacity, which was doubled by the addition of new tables and chairs last fall has been used to capacity many times and has had an average of forty chairs filled every evening during the busy half of each week. Some of the useful sets of books added to the department this year were editions of the Americana, Warner's Library, the World's Best Literature and Eldredge's History of California.

On July 1, 1928, the beginning of this fiscal year, the re-registration of card holders was begun and has now reached 8044. This re-registration is not yet completed so the number of card holders is actually more than this number would indicate.

The books circulated from the Children's Room during the past year amounted to 2,379 more than the previous year. In connection with the work in the Children's Room a story hour for Saturday morning was begun on Nov. 3rd. Stories were told on 32 days with an average attendance of 22 children. The past month the average has jumped to thirty-four. We have recently instituted a Book Club for the encouragement of the reading of our Juvenile patrons.

[The following text is extremely faint and illegible. It appears to be a multi-paragraph document, possibly a letter or a report, with several lines of text visible across the page. The content cannot be transcribed accurately due to the low quality of the scan.]

The increased circulation of the last few years has given the books in the Library very hard wear. In looking over the shelves it is obvious that a great many of the books should be replaced. Such replacements and the re-binding of many others furnish the most urgent needs of the coming year.. The new Branch also calls for more children's books.

One of the pleasant decorative features of the library service this year has been the flower displays. E.H.Terrell kept a table of beautiful named chrysanthemums during the entire season. Mrs. Elizabeth Bradley has supplied the Library with a continual display of wild flowers all during the year. On May 1st to 3rd the Iris lovers of San Bernardino sponsored a very beautiful Iris show which was displayed on the book cases in the Children's Room.

I wish to thank the Library Board for their able cooperation during the entire year.

I feel that to the staff is due unusual praise for their intelligent, energetic services during the busiest year the Library has ever had.

Yours very truly,

Mary Coddington
Librarian.

DE X CASH ACCOUNT.

July 1, 1928-June 30, 1929.

Cash on hand July 1, 1928-----	\$ 5.00
Deposits on hand July 1, 1928-----	17.77
Deposits received-----	243.82
Amount received from reserve books-----	83.45
" " " non-resident fees-----	68.00
" " " books lost-----	115.26
" " " damaged books-----	28.88
" " " new cards-----	31.80
" " " fines-----	1964.67
" " " miscellaneous-----	11.30
Total-----	\$2569.95
Deposits returned-----	240.08
Amount deposited with City Treasurer-----	2298.61
Balance on hand July 1, 1929-----	31.26
Total-----	\$2569.95

Respectfully submitted,

Mary Coddington
Librarian.

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ANNUAL REPORT

RECEIVED BY

BY THE
Cal.

SAN BERNARDINO FREE PUBLIC LIBRARY

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FOR THE YEAR ENDING

JUNE 30, 1928.

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BOARD OF TRUSTEES.

Marion L. Goodcell, President.
E.S. Huntley, Secretary.
Hibbard W. Phipps.
Mrs. E.W. Farmer.
Mrs. J.C. Preston.

LIBRARY STAFF.

Eug. Goodington, Librarian.
Leila D. Waters, Assistant Librarian & Cataloguer.
Isabel Wilkinson, Children's Librarian.
Pauline Patton, Assistant.
Ruth Peachey, Assistant.
Doris E. Wallace, Assistant.
Anna Jane McElough, Assistant.
Henrietta Harper, Assistant.
Evelyn Bates, Assistant.
Fay Engleman, Assistant.
Mary Belle Kellogg, Assistant.

Verriner Lytle, Substitute.

Walter Peters, Page.

Mrs. O.C. Carson, Janitress.

ANNUAL FINANCIAL REPORT.

To the Honorable Mayor, the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:-The Board of Trustees of the Free Public Library of the City of San Bernardino, respectfully submit the following report for the year ending June 30, 1928.

RECEIPTS.

Appropriation-----\$33000.00

DISBURSEMENTS.

Salary of Ivy Coddington, Librarian-----	1820.00
" " Loll E. Waters, 1st Assistant-----	1800.00
" " Isabel Wilkinson, Assistant-----	1245.00
" " Pauline Patton, Assistant-----	1175.00
" " Ruth Puseley, Assistant-----	1170.00
" " Doris K. Wallace, Assistant-----	1065.00
" " Anna Jane McCough, Assistant-----	1068.00
" " Henrietta Harper, Assistant-----	1040.00
" " Fay Engleman, Assistant-----	1040.00
" " Emma Bates, Assistant-----	1025.00
" " Mary Belle Kellogg, Assistant-----	1070.00
" " Walter Peters, Page-----	193.30
" " Substitute-----	98.36
Total-----	13461.62

New books purchased-----	4920.47
Periodicals-----	451.66
Bookbinding-----	801.61
Catalogue cards-----	26.80
Supplies-----	450.40
Expense-----	51.99
Equipment-----	304.31
Repairs-----	131.00
Gas-----	140.66
Water-----	21.32
Janitor-----	788.00
Light and power-----	577.30
Telephone-----	67.13
Furniture improvement-----	148.80
Printing and stationery-----	154.00
Insurance-----	142.40
Atlases and maps-----	4.00
Painting-----	122.92
Furniture-----	30.45
Freight-----	13.38

Total-----\$ 9537.56

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Total disbursements-----\$22999.37

Balance on hand June 30, 1928-----.63

Total-----\$23000.00

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-

Marion L. Goodall

President.

R. D. Huntley

Secretary.

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending June 30, 1928.

Additions and Withdrawals.

No. of vols. in Library July 1, 1927----- 31994

No. of vols. added by purchase-----	3035
" " " " " gift-----	107
" " " " " bindery-----	9
" " " " " lost and found-----	31

Total additions----- 3762

No. of vols. worn out-----	148
" " " " " lost and paid for-----	104
" " " " " lost and not paid for-----	21
" " " " " missing-----	410
" " " " " withdrawn, account contagious disease-----	47

Total withdrawals----- 1176

Net gain for one year----- 2586

No. of vols. in Library June 30, 1928----- 34580

Classified Statement.

Main Library.

Children's Dept.

General works-----	166	27
Bound periodicals-----	822	33
Philosophy-----	572	12
Religion-----	657	63
Sociology-----	1565	121
Language-----	82	6
Natural sciences-----	670	301
Useful arts-----	1174	103
Fine arts-----	624	170
Literature-----	2343	683
Travel-----	1098	486
Biography-----	1313	314
History-----	1357	360
Fairy tales and myths-----		1338
Fiction-----	12594	3327
Foreign books-----		
French-----	43	
German-----	90	
Italian-----	20	
Spanish-----	62	
Reference-----	1308	53
Public and State Doc.-----	441	
Total-----	37015	7565

For the year 1927-28 the Library shows an increase in circulation of 13319 over the previous year. This increase has been in the adult department and really amounts to an increase of 14136 books in this department since the children's room shows a decrease in circulation of 817 books. This lowered circulation in the children's room was caused in part by a shortage of new books, but even more by the removal of the Fourth Street School, since many of our little patrons came formerly from the near by school either before or after classes. The Children's department has circulated a goodly number of books never-the-less: the total for the year being 50,947.

One of the busiest places in the Library this year, after school and in the evenings, has been the Reference department. This department has shown a great increase in use over last year. More than half of the work of the Reference department has been with the students from the Junior College, the High School and the Junior High School. Aside from the regular work with the students, this department has several special busy seasons a year, assisting the students in research work for the writing of term papers.

3635 books were purchased by the Library this year. This brings the stock of books up to 34580. Among the more attractive editions purchased was a set of the new American encyclopedia, Pijoan's "An Outline History of Art", "Famous Painting" and Phillips "Splendor of the Heavens".

A catalogue case was purchased for the reference room. It will be necessary during the coming year to purchase six new tables to finish equipping this room.

One of the notable displays in the Library and one that has been of great interest to the public for many months has been the wild flower table at the entrance. This has been largely provided for by the kindness of Mrs. Elizabeth Bradley.

Yours very truly,

Mary Coddington
Librarian.

NEW CASH ACCOUNT.

July 1, 1927-June 30, 1928.

Cash on hand July 1, 1927-----	5.00
Deposits on hand July 1, 1927-----	2.50
Deposits received-----	143.32
Amount received from reserve books-----	77.00
" " " non-resident fees-----	73.75
" " " books lost-----	121.35
" " " damaged books-----	35.18
" " " new cards-----	50.45
" " " fines-----	1687.04
Total-----	\$2406.59
Deposits returned-----	173.07
Amount deposited with City Treasurer-----	2210.70
Balance on hand July 1, 1928-----	21.77
Total-----	\$2406.59

Respectfully submitted,

May Coddington

Librarian.

BOARD OF LIBRARY TRUSTEES

Mrs. Anna B. Garner, President
Howard Surr, Secretary
Mrs. Nina Harbison
Arthur Neumann
Dr. A. L. Haenszel

LIBRARY STAFF

May Coddington, Librarian
Leil B. Waters, Ass't. Librarian and Cataloguer
Mary Belle Kellogg, Reference Librarian
Isabel Wilkinson, Children's Librarian
Ruth P. Palmer, Assistant
Anna Jane McGough, Assistant
Henrietta R. Harper, Assistant
Fay Engleman, Assistant
Bertha Potter, Assistant
Elizabeth Harrison, Assistant
Frances Seymour, Assistant
Gladys Nussman, Assistant
Smilie Leser, Assistant
Elizabeth Hudlow, Assistant

Eric Spain, Page

Mrs. E. A. Engleman, Janitress

ANNUAL LIBRARY REPORT

To the Honorable Mayor, the Members of the Common Council
of the City of San Bernardino, California.

Gentlemen:-The Board of Trustees of the Free Public Library
of the City of San Bernardino, respectfully submit the following
report for the year ending June 30, 1933.

RECEIPTS

Appropriation----- \$21,000.00

DISBURSEMENTS

Salaries----- \$15,485.35

New books purchased----- 2,030.68

Periodicals----- 225.87

Bookbinding----- 738.40

Supplies----- 686.50

Expense----- 31.54

Repairs----- 57.18

Gas----- 190.72

Water----- 30.32

Janitor----- 840.00

Light and power----- 479.10

Telephone----- 87.00


Insurance----- 117.34


Total disbursements----- \$21,000.00

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-


President


Secretary

To the Honorable Mayor and the Members of the Common Council
of San Bernardino, California.

Gentlemen:--The personnel of the Board of Trustees remained the same as last year prior to the new appointments made in May. At that time Mr. Arthur Hermann and Dr. Allen L. Heerszel were appointed to the two vacancies made by the expiration of the terms of Mrs. Marion L. Goodcell, president, and Mr. John Casey, secretary. Throughout the year the trustees have shown a commendable and intelligent interest in the affairs of the library.

In the staff, the only changes were caused by the resignation of Mrs. Henrietta Harper, assistant, and Walter Peters, page. Miss Elizabeth Hudlow was appointed at the close of last year to fill Mrs. Harper's place, and Eric Spain was given the position of page.

The past year has been unique in the history of the library. In accordance with the times, the library budget has been greatly reduced, while, at the same time, the library patronage has greatly increased. The appropriation of \$27,000.00, which the library had been receiving for the last three years, was this year reduced to \$21,000.00. During the past four years, the population of our city has increased 4 per cent and the circulation of the books has increased 35 per cent, while the budget has been cut 22 per cent.

Nevertheless, by careful planning the library has operated on this smaller budget without curtailing, as has been done in many cities, the hours of service to the public. It was, however, necessary to cut the book list \$2,000.00, to reduce the magazine subscription list, and to make curtailments in other lines. Successive lean years would seriously reduce the usefulness of the library since with so large a circulation the books are rapidly wearing out. The fact must be recognized that if the library is to be a vital force in the progressive thought of our city, it must meet the demand for new books.

Respectfully submitted,

Mrs. R. F. Garner

President.

per m.c.

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending June 30, 1933.

Accessions and Withdrawals

No. of vols. in Library July 1, 1932-----	44,792
No. of vols. added by purchase-----	1,731
" " " " " gift-----	132
" " " " " lost and found-----	12
Total additions-----	1,875
No. of vols. worn out-----	158
" " " missing-----	219
" " " withdrawn account contagious disease---	37
Total withdrawals-----	414
Net gain for one year-----	1,461
No. of vols. in Library June 30, 1933-----	46,253

Classified Contents

<u>Main Library</u>		<u>Children's Dept.</u>	
General works-----	215	-----	65
Bound periodicals-----	852	-----	41
Philosophy-----	743	-----	17
Religion-----	775	-----	78
Sociology-----	1,939	-----	193
Language-----	80	-----	6
Natural science-----	902	-----	586
Useful arts-----	1,765	-----	433
Fine arts-----	1,188	-----	246
Literature-----	2,834	-----	1,113
Travel-----	1,463	-----	548
Biography-----	1,746	-----	430
History-----	1,579	-----	493
Fairy tales and myths--		-----	1,464
Fiction-----	17,457	-----	4,737
Foreign books-----			
French-----	46		
German-----	90		
Italian-----	20		
Spanish-----	69		
Reference-----	1,522	-----	53
Public and State Docs.-	465	-----	
Total-----	35,750	-----	10,503

Circulation

Days open for circulation-----	365
Total circulation-----	377,297
Average daily circulation-----	1,033
No. of Sunday and Holiday readers-----	5,055

Main Library

<u>Adult</u>		<u>Children's</u>	
General works-----	365	General works-----	119
Philosophy-----	3,234	Philosophy-----	43
Religion-----	2,115	Religion-----	347
Sociology-----	4,451	Fairy tales, etc.-----	13,391
Language-----	395	Language-----	33
Natural science-----	3,369	Natural science-----	4,868
Useful arts-----	6,411	Useful arts-----	2,068
Fine arts-----	4,408	Fine arts-----	1,096
Literature-----	9,113	Literature-----	11,068
History-----	4,098	History-----	2,382
Travel-----	7,412	Travel-----	2,751
Biography-----	5,714	Biography-----	1,645
Current magazines--	9,481	Current magazines----	1,541
Foreign books-----	156	-----	
French-----	18	-----	
German-----	28	-----	
Spanish-----	110	-----	
Fiction-----	225,644	Fiction-----	44,867
Total-----	286,366	Total-----	86,919

Branch Library

Fiction (Adult)-----	87
Fiction (Children's)-----	2,075
Philosophy-----	5
Religion-----	2
Fairy tales, etc.-----	583
Language-----	4
Natural science-----	130
Useful arts-----	75
Fine arts-----	19
Literature-----	740
History-----	104
Travel-----	96
Biography-----	92
Total-----	4,012

Grand total-----377,297

There are 64 periodicals on file, 41 of which are for circulation and 13 are newspapers. The library receives as gifts 48 of the periodicals.

Binding and Repairing

Books rebound at bindery-----	1,542
Books repaired at library-----	6,116

Membership

Total membership July 1, 1932-----	12,810
No. of members added-----	2,888
No. of members relinquished-----	144
Total membership June 30, 1933-----	15,554

The circulation has continued to increase even though the new books purchased were limited by the fact that the book fund was cut in two. There were 24,600 more books circulated this year than last, and 98,060 more than four years ago. During this four-year period, the staff increased by only one extra half-time assistant. To handle so large a circulation of books requires most of the time of the whole staff, leaving little time for other library work.

The Reference Department is put into more practical use all the time. The mining books and automobile books have been greatly in demand. This department of the library has besides been of very practical help to men and women seeking new vocations with which to meet the changed times.

The patronage of the Children's Department has increased as well as that of the other departments. Not only have more books been used by teachers this year than ever before, but the circulation to the juvenile readers has shown an advance over the previous year.

The greatest need of the library at the present time is for replacement copies of fiction books. The wear on these has been so hard that within the next few months a great number will be beyond repair. Many of the useful non-fiction books need to be rebound, and so preserved for use.

The library wishes to thank those of our patrons who have made gifts of books. We urge more of our citizens to think of the library when they have books which they are not using.

I wish to thank members of the Board for their interest and co-operation in solving the library problems.

I appreciate the place the library staff fills in the success of the library and commend my assistants for their willing service.

Very truly yours,

May Coddington
Librarian.

DESK CASH ACCOUNT

July 1, 1932-June 30, 1933.

Deposits on hand July 1, 1932-----	\$ 40.26
Deposits received-----	163.30
Amount received from reserve books-----	85.00
" " " non-resident fees---	51.50
" " " damaged books-----	5.45
" " " new cards-----	28.25
" " " fines-----	1671.34
Total-----	\$2045.10
Deposits returned-----	159.02
Amount deposited with City Treasurer-----	1836.55
Balance on hand July 1, 1933-----	49.53
Total-----	\$2045.10

Respectfully submitted,

May Coddington

Librarian.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor and the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:- The personnel of the Board of Trustees has remained the same as last year, all members of the Board faithfully attending meetings and showing genuine interest in the advancement of the Library.

As the work of the Library has grown with the city we have been obliged to increase the number of the staff, whereas last year we had nine full time workers, one half time worker and a page which is the equivalent of a half time worker, this year we have had eleven full time workers and a page.

We have been especially fortunate in securing the services of Miss Mary Belle Collins who is a college graduate and a former high school teacher. She is in charge of the Reference Department which serves the High School and Junior College as well as the general public.

All the staff have given faithful, alert and cheerful service, working together in a spirit of harmony which promotes efficiency as well as good feeling.

Our circulation has increased with the population of the city but not as largely in proportion as in past years, perhaps because we have not been able to buy so many new books in proportion. Our circulation per member of the staff per annum is now just about the ideal set for efficiency by the American Library Association and if the town continues to grow we shall need additional help.

The Reference Department has on the other hand, increased enormously, doubtless on account of the Junior College, and we have been obliged to add to the number of workers serving in this department.

I am happy to report that we have been able to make slight increases in the salaries of all members of the staff during the year though we still feel strongly that they do not receive adequate compensation for the type of work they do, requiring as it does special training and equipment, nor for the faithful, conscientious service that they render.

At the Ninth District Convention of the California Library Association met in Redlands and the State Convention in Riverside, all members of the staff were able to attend one or both of the meetings and get new inspiration as well as technical ideas for their work. The contact with enthusiastic and experienced workers from other places is in itself profitable and educational.

As far as physical equipment is concerned we have filled some of the needs specified in last year's report. We have put the needed new floor in the Children's Room, have new covers for the magazines and bins for the main reading room. Also we have had some very necessary painting and cleaning done in the interior of the building, hoping to renovate the outside another year.

It is our constant object to get what equipment is necessary for the efficiency of the Library, and the comfort and convenience of patrons and staff, while keeping up books which are the main object of the Library and paying adequate salaries to the staff, without whose trained and devoted service neither building, books nor equipment would be of much value.

We solicit the interest of the Mayor and Council in the work of the Library which is the reception room of the town where strangers form their opinion of us, as well as a place where the citizens of the future receive much of their training. Let us make the Library as presentable and attractive and its work as efficient as possible.

Marion L. Goodell

Respectfully submitted,

President.

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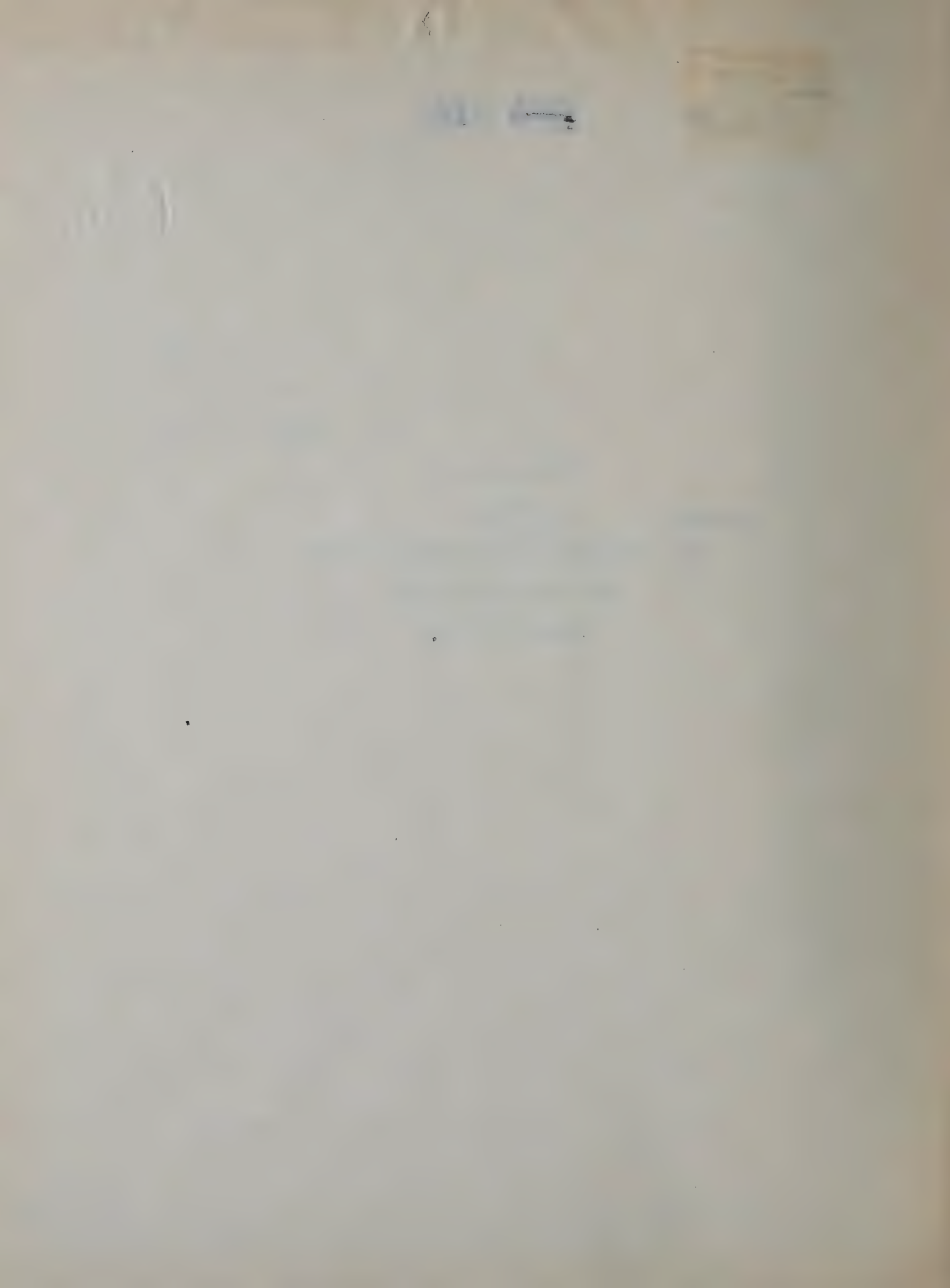
THE LIBRARY OF THE

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UNIVERSITY OF CALIFORNIA

ANNUAL REPORT

Given by *Cal.* OF THE
SAN BERNARDINO FREE PUBLIC LIBRARY
FOR THE YEAR ENDING
June 30, 1927.



BOARD OF TRUSTEES.

Marion L. Goodcell, President.
B.C.Huntley, Secretary.
Hibbard W..Phipps.
Mrs. R.F.Garner.
Mrs. J.C.Preston.

LIBRARY STAFF.

May Coddington, Librarian.
Leil B. Waters, Assistant Librarian & Cataloguer.
Isabel Wilkinson, Children's Librarian.
Pauline Patton, Assistant.
Ruth Peachey, Assistant.
Doris Kingman, Assistant.
Anna Jane McGough, Assistant.
Henrietta Harper, Assistant.
Florence Gilbert, Assistant.
Emma Bates, Assistant.
Fay Engleman, Substitute.

Warriner Lytle, Page.

Mrs. Addie Carpentier, Janitress.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor and the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:-As the terms of three members of the Board of Trustees expired in May new appointments as follows were made to fill vacancies; Mrs. R.W.Garner, Mrs. J. Clarence Preston, Mr. E.C.Huntley. These new members have already shown great interest in the welfare of the Library and will unquestionably promote its usefulness in the City. I wish at this time to express my appreciation of the faithful service of the retiring members of the Board, Mr. O.C.Peterson, Mr. Arthur J. Brown and especially Mr. Joseph E. Rich who has for many years served the Board of Library Trustees as its very efficient secretary, giving much time and thought to the work of the Board.

In the past year the Trustees have endeavored to use the appropriation for the best interests of the Library. Besides the usual expenses for books, periodicals, rebinding, and paying for street lights, we have made additions to the equipment such as typewriter, electric sweeper, shelving for Public Documents. At present we stand in need of flooring for the children's room, new covers for all periodicals, racks for the magazines, catalogue cases in the reference room, electric fans for the main reading room and other miscellaneous equipment.

It is our proud boast that we are one of the few Libraries open for the exchange of books as well as for reading from nine to nine, every day of the year. Of course this makes some hardship for the staff but we feel that it is our first duty to serve the people of San Bernardino and that the use made of the Library on Sundays and holidays amply warrants us in continuing the practice.

It is pleasant to report that there is a great increase in the number of books taken out, the increase being more than twice that of the previous year. It often happens during the school year that the Library is completely full of patrons and it will be necessary for us to add chairs and tables in order to accommodate those who come. Also the presence of the Junior College has already taxed the facilities of the Library and the demand for books from this quarter will undoubtedly increase.

We are happy in having a very efficient and adaptable staff who work together without friction or least motion and bring credit to the Library and the City.

At the meeting of the Sixth District of the California Library Association, which was held at Ontario, we were represented by the Librarian, the Cataloguer, two Assistants and the President of the Board. The State meeting of the California Library Association was held jointly with the Pacific Northwest Library Association at Gearhart, Oregon and we were represented by the Librarian and one Assistant. As the adjoining Libraries, Redlands, Riverside, Pomona were represented we were glad to have San Bernardino on the map as well. These meetings are always profitable, those attending bringing back suggestions for the improvements in library technique and management.

One of the staff has spoken to many of the Parent-Teacher Associations in the City as to the help the Library can give in their work and results have been apparent in increased cooperation.

Mr. and Mrs. G.W. Beattie of East Highland have lent to the Library for an indefinite period two fine architectural etchings which will be a great addition to our furnishings.

We respectfully invite the Mayor and Council to visit the Library and learn at first hand our difficulties and problems and especially the need of an increased appropriation to meet the needs of the rapidly growing City.

Respectfully submitted,

Marion L. Goodell

President.

DESK CASH ACCOUNT.

July 1, 1926-June 30, 1927.

Cash on hand July 1, 1926-----	\$ 5.00
Deposits on hand July 1, 1926-----	5.06
Deposits received-----	171.70
Amount received from reserve books-----	52.95
" " " non-resident fees-----	52.99
" " " books lost-----	86.03
" " " damaged books-----	13.45
" " " new cards-----	47.45
" " " fines-----	1817.19
" " " sale of junk-----	30.34
Total-----	\$2282.16
Deposits returned-----	\$ 183.45
Amount deposited with City Treasurer-----	2091.21
Balance on hand July 1, 1927-----	7.50
Total-----	\$2282.16

Respectfully sibmitted,

Mary Coddington
 Librarian.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor, the Members of the Common Council
of the City of San Bernardino, California.

Gentlemen:-The Board of Trustees of the Free Public Library
of the City of San Bernardino, respectfully submit the following
report for the year ending June 30, 1927.

RECEIPTS.

Appropriation-----\$22000.00

DISBURSEMENTS.

Salary of May Coddington, Librarian-----	1800.00
" " Leil B. Waters, 1st Assistant-----	1440.00
" " Isabel Wilkinson, Assistant-----	1200.00
" " Pauline Patton, Assistant-----	1080.00
" " Ruth Peachey, Assistant-----	1080.00
" " Doris Kingman, Assistant-----	1020.00
" " Anna Jane McGough, Assistant-----	1020.00
" " Henrietta Harper, Assistant-----	1020.00
" " Florence Gilbert, Assistant-----	286.02
" " Emma Bates, Assistant-----	720.00
" " Substitute-----	264.48
" " Warriner Lytle, Page-----	264.60

Total-----\$11195.08

New books purchased-----	\$ 4781.62
Periodicals-----	411.60
Bookbinding-----	1223.05
Catalogue cards-----	26.12
Supplies-----	498.56
Expense-----	177.34
Equipment-----	516.85
Repairs-----	103.27
Gas-----	132.61
Water-----	28.32
Janitor-----	698.00
Light and power-----	543.04
Telephone-----	88.90
Permanent improvement-----	1203.32
Printing and stationery-----	140.50
Insurance-----	91.00
Atlases and maps-----	10.00
Painting-----	12.35
Furniture-----	144.84
Freight-----	23.35

Total-----\$10804.64

(2)

Total disbursements-----\$21999.72
Balance on hand June 30, 1927-----.28

Total-----\$22000.00

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-

Marion L. Goodell

President.

A. D. Huntley
Secretary.

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending June 30, 1927.

Accessions and Withdrawals.

No. of vols. in Library July 1, 1926-----	30325
No. of vols. added by purchase-----	2046
" " " " " gift-----	81
" " " " " bindery-----	10
" " " " " lost and found-----	20
Total additions-----	2157
No. of vols. worn out-----	179
" " " lost and paid for-----	102
" " " lost and not paid for-----	32
" " " missing-----	123
" " " withdrawn, contagious disease-----	62
Total withdrawals-----	498
Net gain for one year-----	1659
No. of vols. in Library June 30, 1927-----	31994

Classified Contents.

<u>Main Library.</u>		<u>Children's Dept.</u>	
General works-----	149	-----	6
Bound periodicals-----	822	-----	33
Philosophy-----	501	-----	11
Religion-----	627	-----	60
Sociology-----	1388	-----	122
Language-----	50	-----	5
Natural science-----	614	-----	351
Useful arts-----	1041	-----	180
Fine arts-----	723	-----	159
Literature-----	2227	-----	653
Travel-----	1049	-----	426
Biography-----	1177	-----	296
History-----	1304	-----	340
Fairy tales and myths--		-----	1361
Fiction-----	11392	-----	3173
Foreign books-----			
French-----	40		
German-----	90		
Italian-----	20		
Spanish-----	57		
Reference-----	1060	-----	53
Public and State Docs.--	434	-----	
Total-----	24765	-----	7229

There are 152 periodicals on file, 77 of which are for circulation and 14 are newspapers. The library receives as gifts 36 of the periodicals.

Binding and Repairing.

Books rebound at bindery-----	1731
Periodicals bound at bindery-----	7
Books repaired at Library-----	6457

Membership.

No. of members July 1, 1926-----	12685
" " " added-----	2604
" " " relinquished-----	230

Total membership June 30, 1927-----	15059
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Circulation.

Days open for circulation-----	365
Average daily circulation-----	604
No. of Sunday and holiday readers-----	4515

Classified Circulation.

<u>Adult.</u>		<u>Children's.</u>	
General works-----	245	-----	603
Philosophy-----	1340	-----	35
Religion-----	1149	-----	420
Sociology-----	2285	Fairy tales etc.---	11882
Language-----	172	-----	18
Natural science-----	1652	-----	2546
Useful arts-----	3540	-----	854
Fine arts-----	2393	-----	826
Literature-----	5972	-----	4700
History-----	2132	-----	1436
Travel-----	3284	-----	1577
Biography-----	2377	-----	892
Current magazines-----	5400	-----	930
Foreign books-----			
French-----	9		
German-----	12		
Spanish-----	81		
Italian-----	5		
Fiction-----	137376	-----	24105
Total-----	169933	-----	50824

Total-----	220757
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The Free Public Library mirrors in its increasing circulation of books the growing population of the City. This year the increase in circulation was 30,470 as against 14,087 last year.

June 1926-1927	220,757 books circulated
June 1925-1926	190,287 " "

The Reference Department has also shown a very satisfactory growth. The facilities are better for this work now that the reference room has been moved to its new quarters down stairs. This will be a very busy department next year as the high school and junior college students as well as the general public use it more and more.

A new method of advertising the opportunities for reference work among the young people has been established this year. It is that of giving all students graduating into Senior High School, both at mid-year and in June, a knowledge of the Library by personally conducting them in groups about the Library, and giving them practice in finding books and in showing them other things, that will be useful to them in connection with their high school reference work.

The Catalogue Department besides cataloguing the 2,157 books purchased by the Library, has re-classified all the books in English literature making it possible for the public to use this department with greater ease.

The Children's Department has shown more growth than any other part of the library. Here there was a 23% increase in the circulation. 50,824 books circulated making an average of 142 books a day. More help in this department will be necessary if the circulation continues to increase.

The work of advertising the new books both in the newspapers and by personal work in the new book room has proved very profitable. We hope to emphasize this phase of library work in the future. In order to do this and provide for the increase in circulation and additional reference work, it will be necessary to add two members to the staff this year instead of one.

The Librarian wishes to thank the Board for its intelligent interest and ready help in all that pertains to the Library. She appreciates the fine cooperation of the staff and their willing service rendered to all Library patrons.

Yours very truly,

May Coddington

Librarian.

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ANNUAL REPORT

Given by OF THE
Cal.
SAN BERNARDINO FREE PUBLIC LIBRARY
FOR THE YEAR ENDING
JUNE 30, 1926.

THE LIBRARY OF
JUL 13 1967
UNIVERSITY OF ILLINOIS

BOARD OF TRUSTEES.

Marion L. Goodcell, President.
Joseph E. Rich, Secretary.
Oscar A. Peterson.
Hibbard W. Phipps.
Arthur J. Brown.

LIBRARY STAFF.

May Coddington, Librarian.
Leil B. Waters, Assistant Librarian & Cataloguer.
Isabel Wilkinson, Children's Librarian.
Pauline Patton, Assistant.
Ruth Peachey, Assistant.
Doris Kingman, Assistant.
Anna Jane McGough, Assistant.
Henrietta Harper, Assistant.
Florence Gilbert, Assistant.

Warriner Lytle, Page.

Mrs. Addie Bishop, Janitress.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor and the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:- The personnel of the Board of Library Trustees is the same as last year and the chairman wishes to express her appreciation of the interest and cooperative spirit shown by all members of the Board. They have come cheerfully to regular and called meetings, except when prevented, and have shown a willingness to take responsibility for the details inevitable in the administration of the Library, especially in the matter of repairs and alterations.

We have used our best conscience and judgment to spend the city money wisely to obtain best results in books, equipment and, perhaps most important, in an efficient and contented staff.

The Library is open for the exchange of books as well as for reading every day in the year from nine to nine and though this practise makes for hardship to members of the staff it seems justified by the increasing use of the Library on Sundays and holidays.

The members of the staff who have been longest with us have all remained with the Library, a fact which contributes to efficiency. We have enlarged the force according to program, adding Mrs. Henrietta Harper in November. In November Miss Florine Fleming resigned and her place was taken by Miss Fay Nicholson, substitute. She in turn resigned in March and her place was filled in June by Miss Florence Gilbert.

We have added to the staff a page, a young man from the Library Service course in the High School who comes in the evening to put away the returned books, thus relieving the trained assistants of this heavy work and enabling them to carry on the rest of the routine.

The work has now increased to the point where it becomes advisable to specialise more than hitherto and the children's work, reference work and so forth will for the most part be given to special members of the force. A new department, that of publicity, has been added, according to the best library practise, and one of the assistants has been assigned to take care of it in addition to her other duties.

We feel that all our staff work diligently and faithfully and we have had many compliments from visiting professional library workers as to our efficient and cheerful service.

The Librarian, one assistant and the president of the trustees attended the convention of the Sixth District of the California Library Association at Fullerton, February 6, and the Librarian, Cataloguer, one assistant and the president attended the convention of the California Library Association at Long Beach, June 3-5. There were enlightening talks by experts, much broadening discussion as to Library practise and interesting and instructive exhibits. These conventions constitute a valuable method of

continuing the training of our workers who often learn economies of time or money that are of great immediate advantage to the Library.

Our circulation has increased, perhaps no more than might be expected from the growth of the city, but our reference work has increased enormously, largely on account of the much greater use made of the Library by the High School students. We have cooperated with the schools, especially with the Art Department of the High School and at their request have procured books and periodicals that have been much used and enjoyed.

As we have found ourselves cramped for room we are making some alterations in the building. By removing partitions, making available the old furnace room and condensing the store rooms we shall have enlarged facilities for serving the public. The debators' room where conversation is allowed, will now be in the basement and some of the current periodicals will be down stairs in addition to the newspapers. The former debators' room will be used for new books and the attendant there will try to be ready with information as to the recent accessions.

In spite of the enlarged staff we cannot keep pace with the demands on the Library and the alteration in the building will involve additional supervision in the newspaper and periodical room.

We appreciate the sympathetic interest taken in the Library by the Mayor and the Council and hope they will understand our problems sufficiently to accede to our request for an increased appropriation without which we cannot serve the city efficiently.

Respectfully submitted,

Marion L. Goodell
President.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor, the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:- The Board of Trustees of the Free Public Library of the City of San Bernardino, respectfully submit the following report for the year ending June 30, 1926.

RECEIPTS.

Appropriation-----\$20000.00

DISBURSEMENTS.

Salary of May Coddington, Librarian-----	1800.00
" " Leil B. Waters, 1st Assistant-----	1440.00
" " Isabel Wilkinson, Assistant-----	1200.00
" " Pauline Patton, Assistant-----	1080.00
" " Ruth Peachey, Assistant-----	1021.14
" " Doris Kingman, Assistant-----	1020.00
" " Anna Jane McGough, Assistant-----	1020.00
" " Florine Fleming, Assistant-----	255.00
" " Fay Nicholson, Assistant-----	481.14
" " Henrietta Harper, Assistant-----	657.12
" " Florence Gilbert, Assistant-----	75.19
" " Warriner Lytle, Page-----	23.40

Total-----\$10072.99

New books purchased-----	3246.81
Periodicals-----	438.75
Bookbinding-----	933.97
Catalogue cards-----	13.37
Supplies-----	549.98
Expense-----	197.60
Equipment-----	6.50
Repairs-----	327.23
Gas-----	110.04
Water-----	29.18
Janitor-----	616.50
Light and power-----	376.20
Telephone-----	88.25
Permanent improvement-----	2640.45
Printing and stationary-----	84.15
Insurance-----	224.17
Atlases and maps-----	39.00
Painting-----	3.00

Total-----\$ 9926.15

(2)

Total disbursements-----\$19,999.14
Balance on hand June 30, 1926-----186

Total-----\$20,000.00

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-

Marion L. Lordell

President

Joe Rich

Secretary

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending June 30, 1926.

Accessions and Withdrawals.

No. of vols. in Library July 1, 1925-----	28784
No. of vols. added by purchase-----	3514
" " " " " gift-----	76
" " " " " bindery-----	8
" " " " " lost and found-----	8
Total additions-----	3606
No. of vols. worn out-----	343
" " " lost and paid for-----	52
" " " lost and not paid for-----	9
" " " missing-----	1601
" " " withdrawn, contagious disease-----	50
Total withdrawals-----	2055
Net gain for one year-----	1551
No. of vols. in Library June 30, 1926-----	30335

Classified Contents.

Main Library.

Children's Dept.

General works-----	143	-----	7
Bound periodicals-----	820	-----	33
Philosophy-----	468	-----	9
Religion-----	586	-----	44
Sociology-----	1301	-----	116
Language-----	50	-----	5
Natural science-----	584	-----	339
Useful arts-----	972	-----	165
Fine arts-----	642	-----	151
Literature-----	2089	-----	611
Travel-----	994	-----	401
Biography-----	1126	-----	273
History-----	1263	-----	325
Fairy tales and myths--		-----	1190
Fiction-----	10891	-----	3033
Foreign books-----			
French-----	40		
German-----	90		
Italian-----	20		
Spanish-----	54		
Reference-----	1015	-----	53
Public and State Docs--	432	-----	
Total-----	23580	-----	6755

There are 167 periodicals on file, 78 of which are for circulation and 18 are newspapers. The Library receives as gifts 43 of the periodicals and 6 of the newspapers.

Binding and Repairing.

Books rebound at bindery-----	1088
Periodicals bound at bindery-----	9
Books repaired at Library-----	5190

Membership.

No. of members July 1, 1925-----	10635
" " " added-----	2272
" " " relinquished-----	222
Total membership June 30, 1926-----	12685

Circulation.

Days open for circulation-----	365
Average daily circulation-----	521
No. of Sunday and holiday readers-----	4320

Classified Circulation.

Adult.

Children's.

General works-----	267	-----	394
Philosophy-----	1497	-----	42
Religion-----	1024	-----	284
Sociology-----	2012	Fairy tales etc.--	9779
Language-----	180	-----	
Natural science-----	1625	-----	1977
Useful arts-----	2871	-----	668
Fine arts-----	2284	-----	728
Literature-----	5077	-----	3563
History-----	2527	-----	790
Travel-----	3062	-----	1389
Biography-----	2267	-----	771
Foreign books-----			
French-----	20		
German-----	22		
Spanish-----	97		
Italian-----	15		
Fiction-----	119055	-----	20311
Total-----	149032	-----	41255

Total-----190287

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT
NO. 1000
PUBLISHED BY THE UNIVERSITY OF CHICAGO PRESS

CHICAGO, ILLINOIS, U.S.A.

1955

THE UNIVERSITY OF CHICAGO PRESS
54 EAST LAKE STREET
CHICAGO, ILLINOIS, U.S.A.

CHICAGO, ILLINOIS, U.S.A.

THE UNIVERSITY OF CHICAGO PRESS
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CHICAGO, ILLINOIS, U.S.A.

CHICAGO, ILLINOIS, U.S.A.

Large daily circulation of books has kept the Library staff very busy during the past year. The average circulation per day for the 365 days of the year (including Sundays) was 521 books. On three different days the circulation passed the thousand mark, January 2nd 1116; April 10th 1025; April 17th 1129. The annual circulation totaled 190,287 books. This was an increase of 14,087 over last year.

More and more the library is being used as a place to read (even by those who do not draw out books). The tables which seemed last year to give ample room for readers are this year filled almost to capacity. Reference work, also, has been very heavy. The Library staff cannot give the service it should unless one or two assistants are added next year.

Additional reading rooms provided by the remodeling of the building offer increased opportunities for service but such opportunities cannot be met efficiently without increasing the staff.

By the opening up of a "New Book Room" at the left of the desk especial prominence will next year be given the new books.

Besides the new books purchased this year there have been purchased many of the older valuable books of fiction to replace those worn out. Some of these have been bought in fine illustrated editions.

During the year an invoice of the books in the library was taken. This has not been done since 1918. It was a large undertaking and showed the usual number of books missing.

The last few months more than usual attention has been given to newspaper publicity for the library. The results have been so good that it is planned to enlarge this part of the work next year.

The Librarian appreciates the generosity of the newspapers through the year. She wishes to thank all who have made during the year gifts of books. She pays tribute to her fellows on the staff for their fine spirit and excellent work. Her thanks are heartily rendered to the Board for its unfailing interest and support.

Yours very truly,

Mary Coddington
Librarian.

DESK CASH ACCOUNT.

July 1, 1925-June 30, 1926.

Cash on hand July 1, 1925-----	\$ 5.00
Deposits on hand July 1, 1925-----	14.85
Deposits received-----	247.65
Amount received from reserve books-----	47.20
" " " non-resident fees-----	40.75
" " " books lost-----	49.75
" " " damaged books-----	13.81
" " " new cards-----	34.55
" " " fines-----	1461.30
Total-----	\$1914.86
Deposits returned-----	\$ 260.24
Amount deposited with City Treasurer-----	1644.56
Balance on hand July 1st 1926-----	10.06
Total-----	\$1914.86

Respectfully submitted,

Mary Coddington
Librarian.

THEORY OF THE EARTH

1. The Earth is a sphere.

2. The Earth is composed of various layers.

3. The layers of the Earth are the crust, the mantle, and the core.

4. The crust is the outermost layer of the Earth.

5. The mantle is the layer below the crust.

6.

7. The core is the innermost layer of the Earth.

8. The core is composed of iron and nickel.

9. The Earth's magnetic field is generated by the core.

10. The Earth's rotation causes the day and night.

11. The Earth's atmosphere is composed of gases.

12. The atmosphere protects the Earth from the sun's rays.

13. The Earth's surface is covered by water and land.

14. The Earth's climate is determined by the atmosphere.

15. The Earth's history is recorded in its rocks.

027
S1944R
1924/25

~~San Bernardino~~

ANNUAL REPORT

Given by

OF THE

SAN BERNARDINO FREE PUBLIC LIBRARY

FOR THE YEAR ENDING

JUNE 30, 1925.

THE LIBRARY

JUL 13 1937

UNIVERSITY OF CALIFORNIA

16

~~CONFIDENTIAL~~

copy
made

CONFIDENTIAL
OF THE
UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C.

Board of Trustees.

Marion L. Goodcell, President.
Jos. E. Rich, Secretary.
Oscar A. Peterson.
Hibbard W. Phipps.
Arthur J. Brown.

Library Staff.

May Coddington, Librarian.
Leil B. Waters, Assistant Librarian & Cataloguer.
Isabel Wilkinson, Assistant.
Pauline Patton, Assistant.
Ruth Peachey, Assistant.
Doris Kingman, Assistant.
Anna Jane McGough, Assistant.
Florine Fleming, Assistant.
Fay Nicholson, Substitute.

Mrs. Addie Bishop, Janitress.

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the problem and the objectives of the research.

2. The second part of the report is a detailed description of the methods used in the study. It includes a discussion of the experimental design, the data collection procedures, and the statistical analysis techniques.

3. The third part of the report is a discussion of the results of the study. It presents the findings of the research and discusses their implications for the field of study.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor and the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:- In regard to the personnel of the Board of Library Trustees there have been two changes during the past year. Mr. Charles Allison resigned from the Board to take his seat upon the Bench and Mr. Hibbard W. Phipps was appointed in his place, thus keeping an attorney on the Board.

To our very great regret and loss, Mrs. Celia M. Hilke, for many years president of the Board, resigned on account of leaving the city. Mrs. Hilke was a gracious and competent president of the Board and it was a pleasure to work under her leadership.

Mr. Arthur J. Brown was appointed to fill the vacancy caused by her withdrawal. Mr. Phipps and Mrs. Goodcell, whose terms expired May 1, were reappointed by the Mayor.

We have a Board that is interested in caring for the business side of the Library administration as well as in giving the people of the city efficient library service. All members of the Board take their duties seriously, cheerfully giving their time to the affairs of the Library.

The Library of San Bernardino exists to serve the public and one of its great distinctions is that it is open for the exchange of books as well as for reading, from nine to nine, every day of the year. By no means all libraries give this service but in San Bernardino it is used and appreciated, as many who most need and enjoy the Library can use it most conveniently on Sundays and holidays.

Three members of the staff attended the District Convention at Riverside, Feb. 21, and the Board sent the Librarian and the President to the Convention of the C.L.A. at Eureka, June 29-July 1. These conventions give an opportunity for getting in touch with those who have similar problems and discussing the best procedure. Incidentally, they put the city of San Bernardino on the map as an alert and progressive community in sending representatives to these meetings.

and Equine. etc.

As the population of the city has made a phenomenal growth, the demands upon the Library have greatly increased and whereas in the year ending June 30, 1924, we circulated 152,074 volumes, the circulation has now increased to 176,209.

This increased service has strained the facilities of the Library and staff and it is evident that we shall need at least one additional assistant during the year. Of course increased circulation means greater wear and tear as well as more service and more books and as the city grows our expenses increase all along the line.

The relations among the members of the staff and between the staff and the Trustees have been most harmonious which makes the whole work more agreeable as well as more efficient.

We appreciate the interest and support that the Mayor and the Council have given the Library and trust that they may continue their confidence in us.

Respectfully submitted,

Marion L. Goodcell
President.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor, the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:- The Board of Trustees of the Free Public Library of the City of San Bernardino, respectfully submit the following report for the year ending June 30, 1925.

Receipts.

To balance on hand with City Treasurer July 1, 1924-----	\$ 6557.71
Amount received from taxes-----	17957.52
Amount received from fees and fines-----	1556.12
Amount transferred from bond fund-----	51.47
Total-----	\$26,122.82

Disbursements.

Salary of May Coddington, Librarian-----	\$ 1740.00
" " Leil B. Waters, 1st Assistant-----	1380.00
" " Isabel Wilkinson, Assistant-----	1160.00
" " Pauline Patton, Assistant-----	1040.00
" " Ruth Peachey, Assistant-----	734.72
" " Doris Kingman, Assistant-----	960.00
" " Anna Jane McGough, Assistant-----	960.00
" " Florine Fleming, Assistant-----	940.00
" " Substitute-----	299.96
Total-----	\$ 9,214.68

New books purchased-----	\$ 4524.20
Periodicals-----	403.85
Bookbinding-----	1392.39
Catalogue cards-----	19.92
Supplies-----	427.81
Expense-----	12.44
Equipment-----	53.22
Repairs-----	90.71
Gas-----	148.12
Water-----	29.70
Janitor-----	590.00
Light and power-----	331.50
Telephone-----	89.75
Permanent improvement-----	236.87
Printing and stationary-----	134.60
Insurance-----	152.00
Freight and drayage-----	15.90
Atlases and maps-----	42.00
Total-----	\$ 8,694.98

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Total disbursements-----\$17,909.66
Balance on hand June 30, 1925---- 8,213.16
Total-----\$26,122.82

Respectfully submitted,

The Board of Trustees of the San Bernardino
Free Public Library.

By-

Marion A. Goodall

President.

J. E. Rich

Secretary.

3

To the Members of the Board of Library Trustees of the San Bernardino Free Public Library.

I hereby present my Library report for the fiscal year ending June 30, 1925.

Accessions and Withdrawals.

No. of vols. in Library July 1, 1924-----	26170
No. of vols. added-purchase-----	3108
" " " " by gift-----	85
" " " " " bindery-----	18
" " " " " lost and found-----	6
Total additions-----	3217
No. of vols. worn out-----	427
" " " lost and paid for-----	64
" " " lost and not paid for-----	27
" " " missing-----	59
" " " withdrawn-contagious disease-----	26
Total withdrawals-----	603
Net gain for one year-----	2614
No. of vols. in Library June 30, 1925-----	28784

Classified Contents.

<u>Main Library.</u>		<u>Children's Dept.</u>	
General works-----	147	-----	6
Bound periodicals-----	819	-----	32
Philosophy-----	457	-----	10
Religion-----	613	-----	42
Sociology-----	1259	-----	92
Language-----	50	-----	1
Natural science-----	596	-----	298
Useful arts-----	1098	-----	155
Fine arts-----	622	-----	132
Literature-----	2050	-----	559
Travel-----	981	-----	355
Biography-----	1093	-----	247
History-----	1265	-----	302
Fairy tales and myths-----		-----	1062
Fiction-----	10005	-----	2795
Foreign books-----			
French-----	40		
German-----	90		
Italian-----	20		
Spanish-----	54		
Reference-----	964	-----	53
Public and State docs.-	420	-----	
Total-----	22643	Total-----	6141

3

There are 158 periodicals on file, 61 of which are for circulation, and 17 are newspapers. The Library receives as gifts 38 of the periodicals and 3 of the newspapers.

Binding and Repairing.

Books rebound at bindery-----	1629
Periodicals bound at bindery-----	22
Books repaired at Library-----	4100

Membership.

No. of members July 1, 1924-----	8313
" " " added-----	2470
" " " relinquished-----	148
 Total membership June 30, 1925-----	 10635

Circulation.

Days open for circulation-----	365
" " " reading-----	365
Average daily circulation-----	482
No. of Sunday and holiday readers-----	3816

Classified Circulation.

<u>Adult.</u>		<u>Children's.</u>	
General works-----	247	-----	570
Philosophy-----	1320	-----	61
Religion-----	837	-----	251
Sociology-----	1945	Fairy tales etc.---	9960
Language-----	110	-----	
Natural science-----	1344	-----	1755
Useful arts-----	2491	-----	649
Fine arts-----	1986	-----	688
Literature-----	4531	-----	2904
History-----	1736	-----	677
Travel-----	2569	-----	1381
Biography-----	1616	-----	542
Current magazines-----	4654	-----	359
Foreign books-----			
French-----	26		
German-----	13		
Spanish-----	121		
Italian-----	4		
Fiction-----	111924	-----	18938
Total-----	137474	-----	38735

Total-----176,209

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The work this year at the Library has consisted largely of waiting on the desk and giving out books since 24,135 more books circulated this year than last. The increased circulation for 1924-1925 was double that for 1923-1924. With an average circulation of 482 books daily for the 365 days of the year, the present staff of eight is kept very busy.

The Library has been able to purchase 3217 books this year as against 2742 of last year. This made 475 more books to be prepared for circulation. Among the books purchased were an unusual number of excellent non-fiction books which brought many compliments from our gratified patrons. The supply of fiction has also been kept up to standard.

There have been no changes in the staff this year. Miss Ruth Peachey was granted a leave of absence from July 16th to Dec 1st on account of illness in her family and Miss Fay Nicholson substituted during that time.

The years success is due to our good staff of capable workers and the splendid cooperation of the Library Board.

Yours very truly,

May Coddington
Librarian.

DESK CASH ACCOUNT.

June 1, 1924-June 30, 1925.

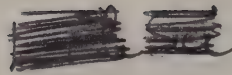
Cash on hand June 1st 1924-----	\$ 5.00
Deposits on hand June 1st 1924-----	9.20
Deposits received-----	228.26
Amount received from reserve books-----	47.28
" " " non-resident fees-----	37.50
" " " books lost-----	87.22
" " " damaged books-----	11.37
" " " new cards-----	32.97
" " " fines-----	1431.59
" " " miscellaneous-----	12.00
Total-----	\$1902.39
Deposits returned-----	\$ 222.61
Amount deposited with City Treasurer---	1659.93
Balance on hand July 1st 1925-----	19.85
Total-----	\$1902.39

Respectfully submitted,

Mary Coddington
Librarian.

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1923/24

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ANNUAL REPORT

Given by *Cal.* OF THE
SAN BERNARDINO FREE PUBLIC LIBRARY
FOR THE YEAR ENDING
JUNE 30, 1924.

LIBRARY OF THE
CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC AFFAIRS

BOARD OF TRUSTEES.

Celia M. Hilke, President.
Jos.E. Rich, Secretary.
Marion L. Goodcell.
Oscar E. Peterson.
Charles Allison.

LIBRARY STAFF.

May Coddington, Librarian.
Leil B. Waters, Assistant Librarian & Cataloguer.
Isabel Wilkinson, Assistant.
Pauline Patton, Assistant.
Ruth Peachey, Assistant.
Doris Kingman, Assistant.
Anna McGough, Assistant.
Florine Fleming, Substitute.

Mrs. Addie Bishop, Janitress.

ANNUAL LIBRARY REPORT.

To the Honorable Mayor and the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:- The personnel of the Board of Library Trustees remains the same as it has been for some years with one exception, Mr. A. S. Maloney having resigned in November, Mr. Chas. Allison was appointed to fill the vacancy. Greatly increased activity is our report for the past year.

The growth in all departments is appreciable and very marked. The growth of the City requires corresponding growth in the work of the Library. We have purchased more books, circulated more books, we have added two members to the Staff, we have enlarged the distributing desk, we have added equipment, all in the effort to keep up with the demands of this growth.

The number of books purchased the last year is 2,794, nearly a thousand more than that the previous year- a total expenditure of \$3,747.00 an increase of \$1394.00 over the previous year.

The circulation of books for the year was 132,874, a decided increase over last year, an average of 415 books per day-including Sundays and Holidays, for 366 days this year.

Miss Anna Jane McCough was added to the Staff Oct. 1st and Miss Florine Fleming June 1st, making a total of eight members, and each member rendering most excellent service.

This shows our need of an increased appropriation, in order to meet the growing salary list, as well as to supply the demand of the public for books and more books. Accordingly our request for an appropriation of \$20,000.00 for the ensuing year.

The equipment purchased consists of the new desk, which we consider a work of art, aside from affording twice the space for distributing books, new stacks, six for both the main Library and the Children's Library, an additional typewriter and typewriting desk, filing cabinets for magazines and for pamphlets, and an additional catalogue case.

The District Convention held at Alhambra on Jan. 28, was attended by three members of the Staff and one Trustee. The Annual Convention of the California Library Association was held at Hotel Huntington, Pasadena, April 28-30. Each member of the Staff was in attendance at least once during the convention, the Librarian every day and two of the Trustees part time. We consider attendance at these conventions very essential and profitable. It furnishes opportunity to learn of improved methods, and serves as an uplift and inspiration to the workers.

We wish to comment upon the splendid service of the Staff and the harmony existing at all times, also the faithful work of the Trustees, and the harmonious relations with each other and with the Staff.

We wish to thank the Mayor and the Council for their hearty co-operation and interest in our work and desire its continuance.

Respectfully submitted,

Celia M. Hilke.
President.

)

ANNUAL LIBRARY REPORT.

To the Honorable Mayor, the Members of the Common Council of the City of San Bernardino, California.

Gentlemen:- The Board of Trustees of the Free Public Library of the City of San Bernardino, respectfully submit the following report for the year ending June 30, 1924.

Receipts.

To balance on hand with City Treasurer July 1, 1923-----	\$ 6941.19
Amount received from taxes-----	14831.31
Amount received from fees and fines-----	1457.08
Total-----	\$23279.78

Disbursements.

Salary of May Coddington, Librarian-----	\$ 1739.80
" " Leil B. Waters, 1st Assistant-----	1327.60
" " Isabel Wilkinson, Assistant-----	1165.00
" " Pauline Patton, Assistant-----	1034.18
" " Ruth Peachey, Assistant-----	1033.77
" " Doris Kingman, Assistant-----	900.52
" " Anna Jane McGough, Assistant-----	600.00
" " Florine Fleming, Assistant-----	65.00
" " Substitute-----	77.20
Total-----	\$ 7943.07
New books purchased-----	\$ 3747.64
Periodicals-----	390.08
Bookbinding-----	1337.22
Catalogue cards-----	26.98
Supplies-----	523.31
Expense-----	96.60
Equipment-----	124.37
Repairs-----	172.30
Gas-----	119.73
Water-----	27.06
Janitor-----	594.50
Light-----	389.34
Telephone-----	87.00
Permanent improvement-----	47.60
Furniture-----	986.75
Insurance-----	76.00
Freight and drayage-----	32.52
Total-----	\$ 8779.00

(2)

Total disbursements-----	\$16,722.07
Balance on hand June 30, 1924-----	6,557.71
Total-----	\$23,279.78

The Board of Trustees of the San Bernardino
Free Public Library.

By-

President.

John E. Kim

Secretary.

General works-----	143	-----	4
Bound periodicals-----	816	-----	30
Philosophy-----	436	-----	7
Religion-----	598	-----	35
Sociology-----	1173	-----	54
Language-----	42	-----	1
Natural science-----	544	-----	285
Useful Arts-----	977	-----	142
Fine Arts-----	555	-----	125
Literature-----	1862	-----	455
Travel-----	895	-----	349
Biography-----	1040	-----	234
History-----	1211	-----	284
Fiction-----	6703	-----	3571
Fairy tales and myths-----	0	-----	823
Foreign books-----			
French-----	39		
German-----	90		
Italian-----	20		
Spanish-----	53		
Reference-----	909	-----	33
Public documents-----	329		
State documents-----	83		
Total-----	20718	Total-----	5452

There are 140 periodicals on file, 80 of which are for circulation and 18 are newspapers. The Library receives as gifts, 33 of the periodicals and 5 of the newspapers.

Binding and Repairing.

Books rebound at bindery-----	1428
Periodicals bound at bindery-----	68
Books repaired at Library-----	4357

Membership.

No. of members July 1, 1923-----	5319
" " " re-registered-----	517
" " " added-----	2447
" " " relinquished-----	270
Total membership June 30, 1924-----	5313

Circulation.

Days open for circulation-----	366
" " " reading-----	366
Average daily circulation-----	415
No. of Sunday and Holiday readers-----	4524

Classified Circulation.

<u>Adult.</u>		<u>Children's.</u>	
General works-----	222	-----	502
Philosophy-----	976	-----	31
Religion-----	677	-----	147
Sociology-----	1088	Fairy tales etc.--	8327
Language-----	85	-----	
Natural Science-----	939	-----	1517
Useful Arts-----	1260	-----	334
Fine Arts-----	1360	-----	683
Literature-----	2838	-----	2794
History-----	1213	-----	1108
Travel-----	1512	-----	933
Biography-----	1123	-----	616
Current magazines-----	5484	-----	258
Foreign books-----			
French-----	44		
German-----	48		
Spanish-----	126		
Italian-----	14		
Fiction-----	94633	-----	19822
Total-----	114642	-----	37432

Total-----152,074

The past year has been an unusually busy one in the circulation department. The report for last year 1922-1923 showed the large increase over the previous year of 4,198 books circulated. This year's report shows more than twice as large an increase. The books circulated for this year being 167,074 as compared with 140,675 of last year, or 11,399 more books than last year.

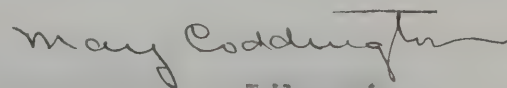
The reclassifying according to a more modern method of all books on biography was one of the worth while accomplishments of the year. This meant the renumbering and reclassifying of 1,400 books.

With the purchase of a good many more books than usual the Children's Department has been brought up to a higher standard. It was also necessary this year to replace many of the older books in the main library. Some of the reference books of importance purchased were the latest edition of the encyclopedia Americana, Black's Law Dictionary, Dorland's American Illustrated Medical Dictionary, the Cambridge History of American Literature and the New Larned History of Ready Reference. Our patrons will enjoy the twenty-two volumes of House Beautiful and the thirty-six volumes of Country Life just bound for circulation.

Thanks to the Staff the library work throughout the year has been turned off rapidly and well.

The Library Board has maintained this year to a marked degree its high standard of unselfish devotion to all the interests of the library.

Yours very truly,


Librarian.

DESK CASH ACCOUNT.

June 1, 1923-May 31, 1924.

Cash on hand June 1st 1923-----	\$ 3.50
Deposits on hand June 1st 1923-----	10.35
Deposits received-----	232.20
Amount received from reserve books-----	77.50
" " " non-resident fees--	38.15
" " " books lost-----	63.60
" " " damaged books-----	6.00
" " " new cards-----	23.40
" " " fines-----	1127.99
" " " miscellaneous-----	18.17
Total-----	\$1600.86
Deposits returned-----	\$ 233.40
Amount deposited with City Treasurer----	1353 .26
Balance on hand June 1st 1924-----	14.20
Total-----	\$1600.26

Respectfully submitted,

May Coddington
Librarian.

DESK CASH ACCOUNT.

June 1, 1922-May 31, 1923.

Cash on hand June 1st 1922-----	\$ 3.50
Deposits on hand June 1st 1922-----	8.60
Deposits received-----	149.60
Amount received from reserve books-----	69.25
" " " non-resident fees -----	36.75
" " " books lost -----	48.84
" " " damaged books -----	2.75
" " " new cards-----	20.30
" " " fines-----	975.76
" " " miscellaneous-----	10.72
Total -----	\$1326.07
Deposits returned-----	\$147.95
Amount deposited with City Treasurer -----	1164.27
Balance on hand June 1st 1923-----	13.85
Total-----	\$1326.07

Respectfully submitted,

May Coddington
Librarian.

